



STATE BOARD OF EQUALIZATION
TAX TECHNICIAN II, BOARD OF EQUALIZATION
EXAM CODE: 1EQTT2
PROMOTIONAL FOR THE BOARD OF EQUALIZATION

California State Government is An Equal Employment Opportunity Employer providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

It is an objective of the State of California to achieve a drug-free state workplace. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in public servants.

HOW TO APPLY

State applications (Form STD. 678) may be mailed to:

**EXAMINATION SECTION
BOARD OF EQUALIZATION
450 N STREET MIC:17
SACRAMENTO CA 95814**

Applications may be delivered in person to the above street address.

Do not submit applications to the State Personnel Board.

FILING INFORMATION

CONTINUOUS FILING AND TESTING

The California State Board of Equalization administers this test on a continuous filing basis for positions in various locations throughout California. Applicants who meet the minimum qualifications may apply for this examination at any time.

MEETING THE MINIMUM QUALIFICATIONS TO COMPETE IN THE TAX TECHNICIAN II, BOARD OF EQUALIZATION, EXAMINATION DOES NOT ASSURE PLACEMENT ON THE ELIGIBLE LIST. COMPETITORS MUST SUCCESSFULLY PASS THE EXAMINATION.

Applications (Form STD. 678) must be **POSTMARKED** (e.g., United States Postal Service), or personally delivered to the Human Resources Division, Room 317, 450 N Street, Sacramento, CA 95814.

Note:

Do not send your application via interoffice or interagency mail. Applications received in this manner will not be accepted and cannot be returned pursuant to California Code of Regulations 174.

It is the personal responsibility of each examination candidate to submit an examination application within the timeframe and in the manner specified on this examination bulletin.

Accepted applicants are required to bring either a photo identification card or two forms of signed identification to the examination.

SPECIAL TESTING ARRANGEMENTS

If you are disabled and need special testing arrangements, mark the appropriate box in Part 2 of the "Application for Examination". You will be contacted to make specific arrangements.

**QUALIFICATIONS APPRAISAL
INTERVIEWS**

Interviews will be held as the needs of the department warrant.

SALARY RANGE

\$2638 - \$3209

BULLETIN CANCELS AND SUPERSEDES THE BULLETIN DATED JANUARY 2009.

WHO SHOULD APPLY

This is a departmental promotional examination for the Board of Equalization.

1. Applicants must have a permanent civil service appointment with the Board of Equalization or meet the provisions of the State Personnel Board Rules 234 or 235 by January 21, 2009 the final filing date, in order to take this examination; or
2. Must be a current or former employee of the Legislature for two or more years as defined in Government Code 18990; or
3. Must be a current or former non-elected exempt employee of the Executive branch for two or more consecutive years as defined in Government Code 18992; or
4. Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code 18991.

For applicants under Items 2, 3, or 4, if promotional examinations are given by more than one department for the same classification, the applicant must select one department in which to compete.

ELIGIBLE LIST INFORMATION

A departmental promotional eligible list will be established for the Board of Equalization. Names of successful competitors are merged into the list in order of final scores, regardless of date. Eligibility expires 12 months after it is established.

COMPETITION RESTRICTIONS

Competitors who are eliminated for not meeting the minimum requirements as stated on this examination bulletin, may reapply when the entrance requirements are met.

Unsuccessful competitors who do not attain a minimum rating of 70% must wait at least six months from the date of disqualification before reapplying.

Successful competitors establish list eligibility for 12 months and must wait nine months from the list date before competing again.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applicants must meet the entrance requirements for this examination at the time of filing for the examination.

Experience applicable to one of the following patterns may be combined, on a proportional basis, with experience applicable to another pattern to meet the total experience requirement.

Either I

In California state service, either: (a) six months of experience performing the duties of a Tax Technician I, Board of Equalization, Range B; or (b) one year of experience performing the duties at a level of responsibility not less than that of Tax Technician I, Board of Equalization, Range A, which provides a familiarity with the various programs administered by the Board of Equalization.

Or II

Two years of experience in a governmental or private agency performing duties which provide a basic familiarity with the regulations and policies governing the various tax programs administered by the Board of Equalization. (Experience in California state service applied toward this requirement must include at least one year in a class with a level of responsibility not less than that of Tax Technician I, Board of Equalization, Range A, which provides a familiarity with the various tax programs administered by the Board of Equalization.)

THE POSITION

This is the full journey level of the series. Positions allocated to this level are distinguished from positions at the first journey level in that incumbents perform the full range of duties under general supervision, exercise a higher degree of judgment and initiative than expected at the lower level and are responsible for the more complex technical duties. Incumbents may: perform the full range of taxpayer interviewer duties or tax return review and verification duties; review and approve or deny routine claims for refunds; perform registration, account maintenance and close-out duties for the special and property tax programs; process escrow clearances and issue release; adjust and verify statistical information and prepare reports; maintain and update maps; do set-up work for appraisers; estimate values of aircraft and vehicles; perform cashier duties; and provide advisory services to the public.

Positions exist statewide with the Board of Equalization.

Various positions may require the incumbent to be fingerprinted.

BULLETIN CANCELS AND SUPERSEDES THE BULLETIN DATED JANUARY 2009.

EXAMINATION INFORMATION

This examination will consist of a qualifications appraisal interview weighted 100.00%. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. **COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

Qualifications Appraisal Interview - Weighted 100.00%

Scope:

A. Knowledge of:

1. Modern office methods and procedures.
2. Business terminology as it relates to the tax programs administered by the Board of Equalization.
3. Rules, regulations, general organization and procedures of the Board of Equalization.
4. Grammar, spelling, punctuation, and modern English usage.
5. Arithmetic.
6. A working knowledge of the laws, rules, regulations, policies, and procedures administered by the Board of Equalization.

**EXAMINATION INFORMATION
(Continued)**

B. Ability to:

1. Communicate at a level required for successful job performance.
2. Perform mathematical computations.
3. Apply laws, rules, and regulations.
4. Interpret and use reference material.
5. Follow instructions.
6. Use tact and good judgment in dealing with fellow employees, the public, and other governmental entities.
7. Interpret written and numerical data.
8. Learn to utilize personal computer/microcomputer systems and software applications in the performance of technical work.
9. Communicate effectively over the telephone and in person.
10. Accept increasing responsibility.
11. Be flexible and adapt to changes in procedures and/or workload.
12. Apply and interpret well-defined sections of the laws, rules, and regulations governing the various tax programs administered by the Board of Equalization.
13. Recognize questions and/or situations outside of the employee's area of responsibility or knowledge and refer them to the appropriate person(s).
14. Independently research problems and take or recommend action.
15. Function effectively under pressure.
16. Work independently.

Veterans' preference credit is not granted in promotional examinations.

NOTIFICATION OF TEST RESULTS

Results from the examination will be mailed to the candidate approximately 6-8 weeks after the examination process is completed.

QUESTIONS?

If you have questions concerning the Tax Technician II examination, please call the California State Board of Equalization, Examination and Recruitment Section at (916) 324-4807. You may also contact the California State Board of Equalization in writing at 450 N Street, MIC: 17, Sacramento, California, 95814.

GENERAL INFORMATION

BULLETIN CANCELS AND SUPERSEDES THE BULLETIN DATED JANUARY 2009.

Examination Security Information – After the completion of your examination, you may not discuss the contents of the examination including the questions, with anyone except the interview panel members, or the Examination and Recruitment Section. Examinations are competitive and the only way another individual may unfairly learn the contents of the examination material is from you. When you talk about the examination with other competitors, it could help them score higher and impact your score or placement on the eligible list. No personal items (i.e., notes, notepads, PDA's cell phones, purses, wallets, etc.) are allowed to be present at, or to be used during your examination. Failure to comply can result in your disqualification from the examination and may result in disciplinary action. Evidence of copying or collusion may result in the cancellation of the examination and the debarment of the competitor from future state civil service examination of any kind.

It is the candidate's responsibility to contact the Board of Equalization's Examination and Recruitment Section in Sacramento (916) 324-4807, CALNET 454-4807, three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the Board of Equalization's Examination and Recruitment Section in Sacramento (916) 324-4807, CALNET 454-4807 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview, self-assessment report or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at State Personnel Board offices, local offices of the Employment Development Department and the Department noted on the front. Applications may also be downloaded from the State Personnel Board web site at <http://www.spb.ca.gov>.

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described in this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Board of Equalization reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire within one to four years unless otherwise stated on this bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of State Personnel Board offices.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required.

Hiring Interview Scope: If a hiring interview is conducted, in addition to the scope described in this bulletin, the panel may consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device. Calls may be placed using the following relay system.

California Relay Telephone Service for the Deaf or Hearing Impaired:

From TDD phones: **1-800-735-2929**

From voice phones: **1-800-735-2922**